

# Customer Portal - How to Enter Time

Last Modified on 04/21/2025 3:36 pm CDT

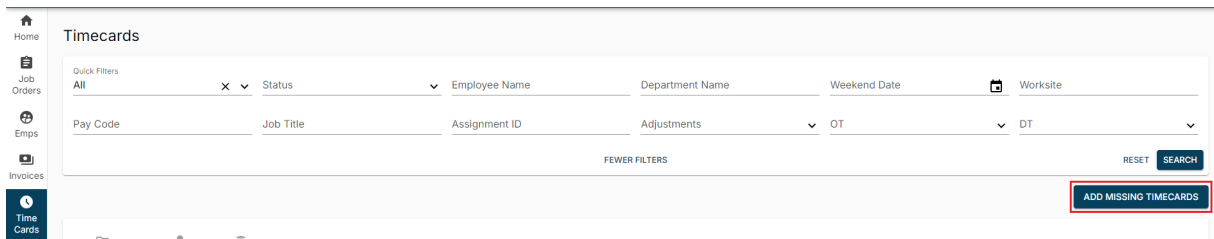
## Overview

In order for you to enter in the hours your employees have worked, you'll need to create timecards in WebCenter.

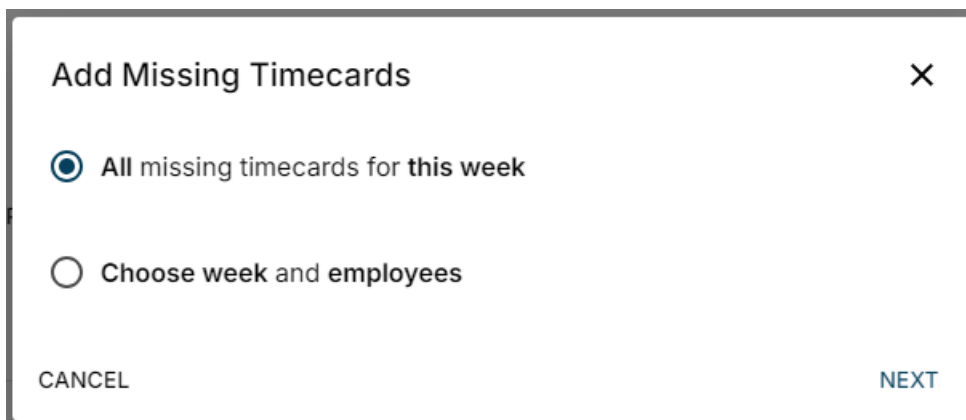
**\*Note\*** Please contact your Staffing Provider in the event you require access to the Timecards tab.

## Creating the Timecard

1. Navigate to the Timecards tab in WebCenter
2. Select the "Add Missing Timecards" button at the top right:



3. Select "All missing timecards for this week" to add any missing timecards for the current week:




4. Alternatively, select "Choose week and employees" to pick and choose the employees you want to add time for or to add a late timecard:
  - o Select the appropriate Weekend Date and employees from the list and select "Next" once complete:

## Add Missing Timecards ✕

1 ————— 2

Select Employees Confirmation

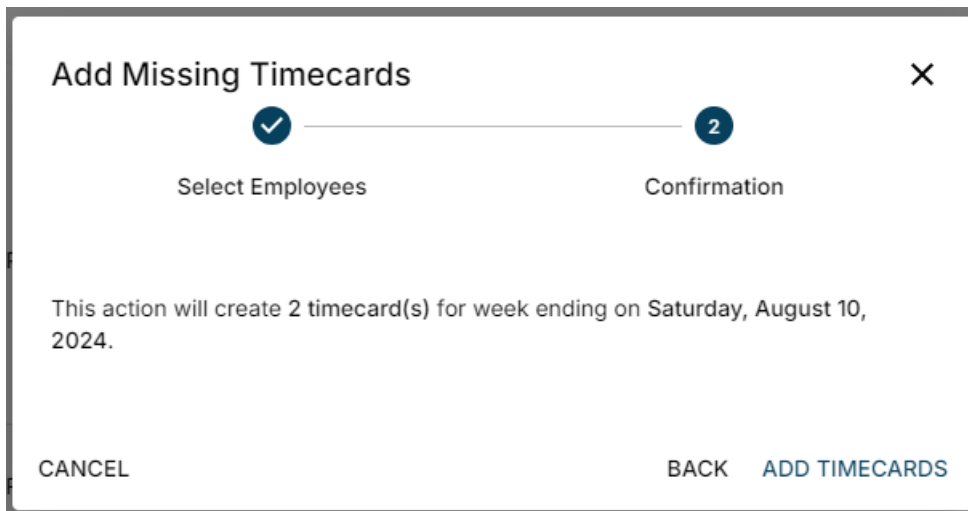
Weekend Date  
08/10/2024 

Search by Name

- Select all
- Dish18, Pete test
- Dish18, Pete test
- Bjerknes, Jonell
- Dish18, Pete test
- Kluverzinger, Laura
- Timecard, Profession
- Timecard, Everything
- Timecard, Unit
- Timecard, SemiMonthl
- Timecard, Salary
- Timecard, DefaultFed
- Employee, Margaux
- Vision, Wanda tester
- solspark, solspark
- ...

CANCEL NEXT >

- Within the confirmation window, select "Add Timecards":




Once the timecard has been created, it's time to enter in the hours the employee(s) worked.

## Entering Time

Time can be entered for the employee via either the Timecards or Emps (Employees) Tab.


### Timecards Tab

Double-click on the timecard within the list or select the  icon to the right of the timecard and select "Details" to open the "Timecard Details" window:

Week Ending On Thursday, August 15, 2024							0.00 Total hours	
<input type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Dish18, Pete test	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	<div style="border: 1px solid red; padding: 2px;">Details</div> <div style="border: 1px solid gray; padding: 2px;">Copy</div> <div style="border: 1px solid gray; padding: 2px;">Delete</div>
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	:

Within the "Timecard Details" window, you can add/edit the hours for the days of the week, upload files, add notes, and add/edit adjustments.

### Timecard Details for Employee, Margaux ✕

**Employee, Margaux**  
**1programmer | Not Submitted**  
August 01, 2024 to August 16, 2024   
Primary | PO # | Gross Pay \$0.00  
0.00 Regular | 0.00 Overtime | 0.00 Double Time

#### SemiMonthly Hours

<b>Thu 1</b>	<a href="#">CHOOSE FILE</a>			
Pay Code Reg <input type="text"/>	RT 0.00 <input type="text"/>	OT 0.00 <input type="text"/>	DT 0.00 <input type="text"/>	<input type="text" value="Notes"/>
				* Required
<b>Fri 2</b>	<a href="#">CHOOSE FILE</a>			
Pay Code Reg <input type="text"/>	RT 0.00 <input type="text"/>	OT 0.00 <input type="text"/>	DT 0.00 <input type="text"/>	<input type="text" value="Notes"/>
				* Required
<b>Sat 3</b>	<a href="#">CHOOSE FILE</a>			
Pay Code Reg <input type="text"/>	RT 0.00 <input type="text"/>	OT 0.00 <input type="text"/>	DT 0.00 <input type="text"/>	<input type="text" value="Notes"/>
				* Required
<b>Sun 4</b>	<a href="#">CHOOSE FILE</a>			
Pay Code Reg <input type="text"/>	RT 0.00 <input type="text"/>	OT 0.00 <input type="text"/>	DT 0.00 <input type="text"/>	<input type="text" value="Notes"/>
				* Required
<b>Mon 5</b>	<a href="#">CHOOSE FILE</a>			
Pay Code Reg <input type="text"/>	RT 0.00 <input type="text"/>	OT 0.00 <input type="text"/>	DT 0.00 <input type="text"/>	<input type="text" value="Notes"/>
				* Required
<b>Tue 6</b>	<a href="#">CHOOSE FILE</a>			
Pay Code Reg <input type="text"/>	RT 0.00 <input type="text"/>	OT 0.00 <input type="text"/>	DT 0.00 <input type="text"/>	<input type="text" value="Notes"/>

CANCEL SAVE SUBMIT

Once all changes needed have been made, select "Submit" to submit the timecard for approval.

### Timecard Details for Employee, Margaux ✕

**Sun 11** [CHOOSE FILE](#)

Pay Code Reg ▼	RT 0.00	OT 0.00	DT 0.00	Notes N/A
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**Mon 12** [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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**Tue 13** [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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**Wed 14** [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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**Thu 15** [CHOOSE FILE](#)

Pay Code Reg ▼	RT 8.00	OT 0.00	DT 0.00	Notes Worked
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**0.00 Total hours**

**ADJUSTMENTS**

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	Amount	
Adjustment ▼	0.00	✕
<a href="#">ADD ADJUSTMENT</a>		
<div style="background-color: #f0e68c; border-radius: 10px; padding: 5px 10px; display: inline-block;">Equipment - \$50.00 ✕</div>		
<b>\$50.00 Total Adjustments</b>		

CANCEL

SAVE
SUBMIT

#### Emps (Employees) Tab

Within the Emps tab, while viewing an employee that is currently assigned, either double-click on the record or select the icon and select "Details":

Employees

Quick Filters  
Current (21) x Last Name First Name SSN Candidacies ID Number

MORE FILTERS RESET SEARCH

Name	Assigned	Current Jobs	ID
Kluverzinger, Laura	✓	1	16622
Bjerknes, Jonell	✓	1	4294969541

Details

Within the employees details, select "Enter Time" to open the Time Entry window:

**Kluverzinger, Laura** x

xxx-xx-4878

**ENTER TIME** CANDIDACIES

ASSIGNMENTS TIMECARDS SKILLS CONTACT INFO

**Forklift**  
 Order [4295023044](#) - Primary  
 Status: Open  
 7/21/2012 -  
 Supervisor: Ahn, Jonathan

Required Docs (0 of 1) [Show more](#)

Within the Time Entry window, ensure the correct Weekend Date is selected, select the appropriate assignment you are creating the timecard for and select "Next":

**Enter Time For Employee Laura Kluverzinger** x

1 — 2 — 3  
 Select Assignments Create Timecard Confirmation

Weekend Date  
 09/28/2024

Search by Name  
 🔍

Select all

**Forklift**  
 Primary  
 Order 4295023044  
 7/21/2012

CANCEL **NEXT >**

Now you will be able to add hours, adjustments, notes, upload files, etc to the timecard. Once all of the information has been entered, select "Next":

### Enter Time For Employee Laura Kluverzinger

1 2 3

Select Assignments      Create Timecard      Confirmation

DAILY      WEEKLY

**Daily hours**

Mon	Tue	Wed	Thur	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

**40.00 Total hours**

Pay Code  
Reg      Cost Center

ADJUSTMENTS      NOTES      CUSTOM \*

Adjustment      Amount

ADD ADJUSTMENT

Equipment - \$5.00

**\$5.00 Total Adjustments**

Reimbursements

MISC       DELIV 1/2       DELIV 1

TRAIN       TELE

**\$0.00 Total Reimbursements**

CANCEL      BACK      **NEXT >**

Within the Confirmation window, you will see the action that is about to be completed. Select "Confirm" to create the timecard for the employee:

### Enter Time For Employee Laura Kluverzinger X

✓  
 Select Assignments

✓  
 Create Timecard

3  
 Confirmation

**What this action will do**

Create 40.00 hour timecards with \$5.00 in adjustments for the week ending on Saturday, September 28, 2024 for the 1 employee(s) listed below:

👤 Kluverzinger, Laura

CANCEL

BACK
CONFIRM

The timecard can now be reviewed and submitted for approval within the Timecards tab.

## Submitting Timecards

Select the checkbox next to the edited/unsubmitted timecard(s) and choose the "Submit Selected" option at the top left:

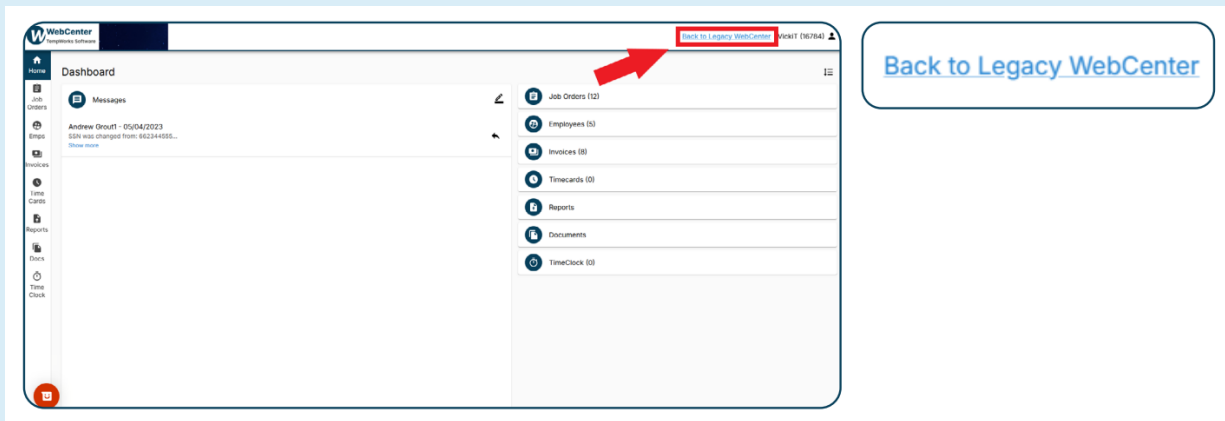
	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	Week Ending On Saturday, August 31, 2019						2.00 Total hours
<input type="checkbox"/>	Week Ending On Saturday, September 14, 2019						72.00 Total hours
<input type="checkbox"/>	Week Ending On Saturday, January 1, 2022						153.00 Total hours
<input type="checkbox"/>	Week Ending On Monday, January 31, 2022						8.00 Total hours
<input checked="" type="checkbox"/>	Week Ending On Saturday, March 16, 2024						9.00 Total hours
<input checked="" type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

Optionally, you can select the "Submit & Approve" option if you are listed as an eligible timecard approver and the timecard is ready to be sent to payroll:



Submit Selected	Submit & Approve	Delete	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	>		Week Ending On Saturday, August 31, 2019						2.00 Total hours
<input type="checkbox"/>	>		Week Ending On Saturday, September 14, 2019						72.00 Total hours
<input type="checkbox"/>	>		Week Ending On Saturday, January 1, 2022						153.00 Total hours
<input type="checkbox"/>	>		Week Ending On Monday, January 31, 2022						8.00 Total hours
<input checked="" type="checkbox"/>	>		Week Ending On Saturday, March 16, 2024						9.00 Total hours
<input checked="" type="checkbox"/>			Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

**\*Note\*** The updated WebCenter Customer Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:



For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled [Customer Portal - Navigating to Legacy & Feedback Survey](#).

## Related Articles